<table>
<thead>
<tr>
<th>PROCUREMENT</th>
<th>TITLE: Central Campus Warehousing/Receiving – Tracking System</th>
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<tbody>
<tr>
<td>PROCEDURE</td>
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<tr>
<td>MANUAL</td>
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<tr>
<td>NUMBER:</td>
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<td>02</td>
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<tr>
<td>ISSUED DATE:</td>
<td>REVISION DATE:</td>
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<tr>
<td>9/28/2010</td>
<td>2/14/2013</td>
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- **Purpose:**
  Document the steps taken to verify receipt of items and track delivery to requestor.

- **Definitions:**
  - **Invoice**: Non-negotiable commercial instrument issued by seller to buyer. Also called a bill of sale or contract of sale, it identifies both trading parties and lists, describes, and quantifies the items sold, provides shipment date and mode of transport, prices and discounts (if any), delivery and payment terms.
  - **Receiving Record**: An electronic record in PantherNet that reflects the quality, quantity, and condition of incoming goods.
  - **Packing List**: The document included with the shipment which lists the quantities and descriptions of the shipped items.
  - **PantherNet**: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.
  - **Purchase Order (PO)**: Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.
  - **Receiving Scanning System**: Computer system utilizing barcode technology to track receipt and delivery of items.

- **Responsibility:**
  - **College Departments**: In some cases, the individual department may receive the items, based on the type of purchase (PRO-PUR-001). The department is then responsible for notifying Central Receiving via email that the item has been delivered.
Receiving Department: Responsible for delivery verification and Receiving Record completion.

Procedure Details:

1. Central Receiving physically receives delivered items.

2. Central Receiving reviews incoming shipments for accuracy based on PO.

3. Central Receiving matches the items received the Receiving Record in PantherNet.


5. Central Receiving delivers item to appropriate individual.

6. Appropriate individual signs hand held scanner acknowledging receipt.

7. Receiving Scanning System stores receipt and delivery information.

8. If items are delivered to the College Department, the following steps are required:
   a. College Department reviews the shipment for accuracy based on PO.
   b. College Department notifies the Central Receiving via email
      (centralreceiving@palmbeachstate.edu) to indicate the items from the PO that have been delivered.
   c. Central Receiving matches the items received the Receiving Record in PantherNet

References:

Accounting Manual for Florida’s College System:


Florida Statutes: Chapter 1010.04


SBE Rules: 6A-14.0734